

**CONFIDENTIAL****CENTRAL INTELLIGENCE AGENCY  
Washington 25, D. C.**

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Mr. J. F. Cannon  
Chief Disbursing Officer  
Division of Disbursement  
Treasury Department  
Washington 25, D. C.

Dear Mr. Cannon:

Supplementing my letter dated 24 September 1954 in which I requested that [redacted] be designated as Imprest Fund Cashier, and [redacted] as his alternate, there is stated herein justification for the authorized amount of Imprest Fund which exceeds the \$500.00 limitation.

The authorized amount of \$1,000.00 is based on the fact that it is to be used to make small purchases of articles and services required by the entire Agency at Headquarters. The total expenditures will average \$600.00 a month and cover approximately 150 individual purchase transactions over that same period of time. Further, it is considered that this amount will minimize administrative work required in obtaining reimbursements.

Very truly yours,

E. R. Saunders  
Comptroller

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cc: Signer's Copy  
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[redacted] Folder  
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ORIGINAL CL BY [redacted]

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